JOB DESCRIPTION: DONOR DATABASE ANALYST

Description of the Organization:
For 30 years, LEAP has worked with children, teenagers, and young adults in New Haven, Connecticut in some of the lowest income urban neighborhoods in America. As the largest youth agency in our city, we provide academic support, social enrichment, and leadership development, but we do so in a unique way. We give older students (ages 16-24) the training, education, and resources they need to work as counselors and Leaders-in-Training to our younger students (ages 7-15). In doing so, we go beyond impacting individual lives through education and employment. We build a community with power and purpose.

General Purpose:
LEAP is looking for a committed, highly motivated individual who is excited to join a mission-driven, dedicated development and communications team. The Donor Database Analyst plays an essential leading role in the team that implements the strategic development program to help support LEAP’s $4.7 million annual budget. LEAP’s development and communications office is strengthening and expanding its efforts through improved cultivation, solicitation, and stewardship of individuals, corporations, foundations, and government entities. The Donor Database Analyst is responsible for managing our donor database including inputting, acknowledging, analyzing, researching, tracking, and reporting on LEAP’s gifts and donors to help plan and maintain an individual giving pipeline. As a key part of our Development team, you will participate in all aspects of LEAP’s fundraising program, including major events planning, marketing, and stewardship of donors. You will have a strong commitment to LEAP’s mission and addressing racial and socioeconomic inequity.

Distinguishing characteristics, features, requirements:
This is a full-time, 40-hour per week position. The position is a highly visible position requiring effective interaction and communication. The Donor Database Analyst must be detail oriented, highly organized, and self-motivated. The Donor Database Analyst must be able to manage our database effectively including inputting data efficiently and correctly, exporting data reports as needed, continuously researching donors and prospects, and keeping track of several processes simultaneously.

Supervision:
Receives general direction, coaching, and performance evaluation from the Director of Development and Communications with support from the Deputy Director of Development and Communications.

Important and essential duties:
Donor Data Entry and Management

- Accurately enters all gifts and donor information into LEAP’s Raiser’s Edge/RE NXT database and acknowledge donors in a timely manner
- Maintains accurate coding and records of all pledges and gifts and ensures collection of pledges
Generates gift reports, queries, and exports for mailing lists, events, major donor plans, development reports, and reconciliation with the finance department

Ensures the integrity of the database, including data hygiene, data enhancement services, and quality control checks

Provides monthly data analytics to give insights into progress towards fundraising goals

Liaises with the finance department to reconcile gifts and pledges

Communicates effectively with donors via phone, email and mail

Research

Conducts financial and biographical research on individuals, corporations, and foundations utilizing in-house data and a variety of online sources to evaluate their giving potential and the likelihood of their supporting the organization

Screens donors/prospects through wealth screening tools and maintains the information

Prepares thorough and accurate donor profiles on individuals, corporations, and foundations which include biographical, financial, and historical giving information, potential for philanthropic support, and areas of interest and affiliations for use by staff, management and volunteer leadership in meetings and strategy planning

Reviews journals, programs and periodicals for new prospects as well as information pertinent to current prospects, donors, trends, and philanthropy

Tracks news alerts on selected priority prospects by setting up automated internet-based alerts

Prospect Management

Manages and prioritizes the prospect pipeline, recommending which prospects should receive organizational priority and cultivation/solicitation/stewardship strategies based on research and giving history

Regularly identifies and researches new donor prospects by analyzing recent donors and screening event participants

Takes a lead role in preparing, organizing, and presenting information for prospect review meetings

Facilitates and manages moves management process for the department, tracking prospect activity, entering data into Raiser’s Edge, providing donor engagement reminders, and preparing reports for management

Assists in the planning and facilitation of LEAP fundraising events and development projects

Qualifications:

Ability to manage multiple projects and systems, including processing all gifts accurately, managing the database and donor pipeline, and researching donor and prospects

Ability to function and thrive in a highly collaborative and fast paced environment

Ability to prioritize and manage time wisely while being resourceful to effectively use available tools and information

Donor Database Analyst
• Database experience is a big plus but not required. Strong interest in learning to manage a database is important
• Strong knowledge of computer software applications including Microsoft Word and Excel
• Demonstrates tact and discretion in preparing, disclosing, and handling confidential information
• Demonstrates effective verbal and written communication skills
• Is highly organized and detail oriented
• Ability to communicate clearly and effectively in person, via email, and on the phone
• Ability to work independently, prioritize effectively, and make sound decisions while remaining flexible

**Education and training:**
Any combination equivalent to experience and education that could likely provide the required knowledge, skills and abilities would be qualifying.

**Education:**
Bachelor’s degree or higher preferred.

**Salary:**
Starting salary is commensurate with experience and other qualifications in the range of $45K - $50K. Excellent benefits provided including health insurance, life insurance, retirement benefits, and generous vacation and holiday leave.

**To Apply:**
If you are interested in this position please send a letter of interest and your resume to jobs@leapforkids.org. If you have questions, you may email your questions to the same email address.

**Note:**
This position is currently hybrid, based out of the LEAP office in New Haven, CT for at least two days/week which is subject to change.

Additional information about the organization is available via www.leapforkids.org.

“**LEAP is an equal opportunity and affirmative action employer**”